



# COLLEGE CHALLENGE PARTNERSHIP



College Challenge Program  
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## ISU Teacher Tuition Assistance Guidelines

Teacher Tuition Assistance is available for high school teachers who are pursuing an ISU approved master's degree (or graduate courses) to meet ISU College Challenge credential requirements. Funds are available on a first-come-first-served basis each semester, and are applied directly to the teacher's billing account at ISU. Funds are applicable only to courses offered by Indiana State University, and can be used for campus-based or online courses. In order to qualify for funding, teachers must enter a developmental plan with Indiana State University College Challenge Program, with the intent to teach College Challenge courses upon completion of credential requirements for a minimum of three years.

### Steps

- ☐ **Complete the College Challenge teacher application** and submit to the College Challenge director at Indiana State University, along with copies of all college transcripts (unofficial copies are acceptable, so long as they are legible). If applicant attended ISU, be sure to provide date of birth, as well as maiden name or other alternate names that the transcript may be listed under for verification purposes.
- ☐ **Application Review.** Applications and transcripts will be reviewed by the academic department liaison for the appropriate discipline. Recommendations will be made regarding what degree/courses are required in order to meet the credential requirement for the specific discipline. This information will be communicated back to the teacher for consideration.
- ☐ **Apply for degree or non-degree enrollment.** If a master's degree is required, the teacher will complete the graduate student application process specific to the degree being sought. If only graduate courses are required, the non-degree graduate application process will be followed. Upon admission, the teacher will register for the appropriate course/courses as indicated by the academic department liaison.
- ☐ **Register for class.** Once course registration is complete and charges have been assessed to the teacher's student billing account, the teacher should email the College Challenge director at [ISU-CollegeChallenge@indstate.edu](mailto:ISU-CollegeChallenge@indstate.edu) to notify that charges are ready to be paid.
- ☐ **Tuition Payment.** The College Challenge office will apply a payment directly to the student billing account to cover the tuition and fees for the term in question. If the teacher takes additional courses in subsequent terms, the same process must be followed in order to obtain tuition assistance. It is the responsibility of the teacher to communicate to the College Challenge Director when they have registered for a course and been charged each semester.

**Please Note:** The College Challenge Office has been allotted a set budget for teacher tuition assistance. The funds are available on a first-come-first-served basis, until the budget is depleted. Renewal of teacher tuition assistance funding will be reviewed and determined on an annual basis, based on overall University budget needs.